

GEORGIA INSTITUTE OF TECHNOLOGY  
OFFICE OF CONTRACT ADMINISTRATION  
SPONSORED PROJECT INITIATION

Date: May 18, 1976

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exf  
CHL*

Project Title: Graduate Internship Program - Analysis of an Attendance Sub-system  
for Clayton County Schools

Project No: E-24-648

Project Director: Dr. R. J. Graves

Sponsor: Clayton County Board of Education

Agreement Period: From 4/13/76 Until 10/13/76

Type Agreement: Letter Agreement dated 4/13/76

Amount: \$4,400

Reports Required: As Requested

Sponsor Contact Person (s):

Technical Matters

Contractual Matters

(thru OCA)

Mr. Ernest L. Stroud  
Superintendent  
Clayton Co. Schools  
120 Smith Street  
Jonesboro, Ga. 30236

Defense Priority Rating: None

Assigned to: Industrial & Systems Engineering (School/Laboratory)

COPIES TO:-

Project Director  
Division Chief (EES)  
School/Laboratory Director  
Dean/Director-EES  
Accounting Office  
Procurement Office  
Security Coordinator (OCA)  
Reports Coordinator (OCA)

Library, Technical Reports Section  
Office of Computing Services  
Director, Physical Plant  
EES Information Office  
Project File (OCA)  
Project Code (GTRI)  
Other \_\_\_\_\_

GEORGIA INSTITUTE OF TECHNOLOGY  
OFFICE OF CONTRACT ADMINISTRATION  
SPONSORED PROJECT TERMINATION

Date: August 5, 1977

Project Title: Graduate Internship Program - Analysis of an Attendance Sub-system  
for Clayton County Schools \*

Project No: E-24-648

Project Director: Dr. R. J. Graves

Sponsor: Clayton County Board of Education

Effective Termination Date: 10/31/76

Clearance of Accounting Charges: 10/31/76

Grant/Contract Closeout Actions Remaining:

- ☒ Final Invoice ~~and Closing Document~~
- ☐ Final Fiscal Report
- ☐ Final Report of Inventions
- ☐ Govt. Property Inventory & Related Certificate
- ☐ Classified Material Certificate
- ☐ Other \_\_\_\_\_

Assigned to: Industrial and Systems Engineering (School/Laboratory)

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Project Code (GTRI)  
Other \_\_\_\_\_

E-24-648  
Progress #1

CLAYTON COUNTY SCHOOLS  
COMPUTERIZED ENROLLMENT SYSTEM MANUAL

## I. INTRODUCTION

The enrollment system is the means by which pertinent data is obtained from a student and stored so that it can be easily accessed. Among the reasons for computerizing the enrollment process in Clayton County are the following:

- 1) Under a computerized system the student need not re-enroll every time he changes schools within the system. He only has to enroll once - when he first enters the system.
- 2) The computerized enrollment system will be the backbone of the computerized attendance, grade reporting and permanent record systems.
- 3) Many reports generated by hand under the current enrollment system can be generated by the computer under an automated system.
- 4) The computerized system precludes the redundant entry of student information that exists under a manual system. For instance, it is not uncommon for a school to go directly to the student for information that the school already has in its records.
- 5) A computerized system increases the flexibility of the schools in terms of the amount and variety of information that can be acquired from the enrollment data. Under a manual system the

names of all student's born on August 4, would be virtually impossible to secure from the school's records, whereas this information could be accessed in a few minutes under an automated system.

It is evident that a computerized enrollment system has definite advantages. However, it should be pointed out that in order to fully realize the benefits of an automated system everyone involved must work together to overcome the problems that invariably occur with any new system. Although the computerized system has been designed to fit the specific needs of the Clayton County School System, there may be areas that need modifications. Suggestions are welcome and should be directed to the county office.

## II. THE ENROLLMENT FORM

The enrollment form is the medium used to enter the enrollment data into the computer. This 11" x 14" scanner form which will contain information ranging from the students name to his home phone number, is divided into two sections by a perforation. Although this perforation is broken before the form is read by the computer, each form should be turned into the county office with the perforation intact. This is to insure that part of a form is not misplaced or lost.

An electronic data processing apparatus called an optical mark reader reads the enrollment form and translates the pencil marks into a format that is meaningful to the computer. The optical reader reads everything that is marked, so it becomes essential that the utmost care be taken when using this form. By following three rules a minimum amount of time and effort will be expended in filling the enrollment forms out:

- 1) Handle the forms with care. Do not staple, clip or in any way fold the corners of the form.
- 2) Review carefully every action that is taken to insure that no errors exist in the information to be processed.
- 3) A number 2 pencil should be used when marking the bubbles. Any bubble that is marked should be completely darkened and any erasure that is made should be thorough.

### III. SYSTEM FLOW

At the beginning of the 1976-77 school year each school will receive a number of blank enrollment forms with each form having a unique student number and the appropriate school number already bubbled in. One form should be filled out for each student in your school. For an explanation of how to fill out the enrollment form for a new student see section (VI) of this manual.

Once the completed enrollment forms are read by the optical reader each school will receive a new enrollment form for each form that was submitted, with the student data printed at the top of the form and the student number bubbled in by the computer. This new enrollment form is to be used to make data changes on the student. Whenever any of the data on a student changes (e.g. address change) merely bubble in the correct information on the new form and submit it to the county office. Most of the time you only need bubble in the field to be changed, but in a few cases a change in one field necessitates a change in one or more other fields. For an explanation of how to make a data change on a student see section (VII) of the manual. After the new enrollment form is read by the optical reader another enrollment form with the updated data printed at the top will be given to the school. This form is to be used for subsequent data changes.

It is seen then that the enrollment form serves a dual purpose. It is used to enter a new student into the computer and also to make data changes on a student already on file.

#### IV. WITHDRAWALS

All withdrawals should be reported via the enrollment form. The procedure for handling the various types of withdrawals is given below.

Dropouts - All dropouts must be reported via the enrollment form. Merely enter the withdrawal date and the correct withdrawal code (dropout) and submit the form to the county office.

High School Graduates - All high school graduates must be reported via the enrollment form. You only need enter the withdrawal code. The withdrawal date is optional for high school graduates.

Transfer To Another Clayton County School - If a student transfers from your school to another Clayton County School then you should bubble in his withdrawal date and code on the enrollment form and submit it to the county office. Within a few days you will receive a new enrollment form for the student. You should then send this form to his new school.

Transfer To A School Outside of Clayton County - These students should be withdrawn via the enrollment form. Merely bubble in the withdrawal date and withdrawal code and submit the form to the county office.



## V. ENTRIES

Student attending a Clayton County School for the first time - These students should be processed as new students as outlined in Section (VI)

Student transferring from another Clayton County School - The student's enrollment form should be sent from his old school to your school at the same time that his records are forwarded. When you receive the enrollment form you should make the appropriate data changes according to the specifications outlined in Section (VII).

Student, who has previously attended a Clayton County School, transferring from a school outside of Clayton County - Until further notice these students should be processed as new students, as outlined in Section (VI).

Student reentering school for the first time after having dropped out of your school - You should check the withdrawal reports that are on file at your school office to get the student's number. You should then contact the county office.

## VI. FILLING OUT THE ENROLLMENT FORM FOR NEW STUDENTS

One of the most critical steps in the enrollment process is filling out the enrollment scanner form. Missing data on the enrollment form will cause a delay in the processing of the form and erroneous data will result in inaccurate reports. Great care should therefore be taken to fill the form out correctly the first time. This will speed up the processing and minimize the amount of time and effort spent making corrections.

There will be an ample number of blank enrollment forms in your school office that are to be used to enter new students into the computer. Each of these forms will have a unique student number and your school number already bubbled in. When a new student (see section (V)) enters your school you should merely take one of the blank forms, bubble in the appropriate data, and submit the form to the county office.

Although most of the fields on the enrollment form are required, some do not apply to every student and therefore are not mandatory. (A field is a piece of data that is meaningful in and of itself, e.g. the students' address, name and grade are examples of three different fields.) What follows is a breakdown of the specifications of each field on the enrollment form. These specifications apply only to students being entered into the computer and not to data changes.

## TOP SECTION

Student Number - The student number will be bubbled in by the computer. Do not mark in this field.

School Number - The school number will be bubbled in by the computer. Do not mark in this field.

Grade - The grade must be bubbled in for all students. All leading zeroes must be bubbled (e.g. grade 8 must be bubbled in as 08 not 8). Only mark the special ed. bubble if the student is enrolled in a self-contained special education classroom. If the special ed bubble is marked then either a 0, 1 or 2 must be bubbled in the second column, depending upon whether the student is a primary, intermediate or secondary student respectively. Kindergarten should be marked as grade 00.

Homeroom - The homeroom must be bubbled in for all students. It need not be six digits long and there may be blank spaces in between any two digits, but the first digit of the homeroom number must be in the left most column.

Sex - Either M or F must be marked.

Student's Name - The student's name must be bubbled in and left justified (ie. begin in the left most column).

Parent's Name - The parent's name must be bubbled in and left justified.

## BOTTOM SECTION

Student Number - The student number will be bubbled in by the computer. Do not mark in this field.

Birthdate - The date of birth must be bubbled in for every student. Bubble in all leading zeroes.

Transportation Code - The appropriate transportation code must be bubbled in for every student.

Street Number - The street number is not required, because all students do not have one. However, if a student does have a street number then it should be entered here and left justified.

City - The correct city must be bubbled in for every student.

Street Name - The student's three letter street code must be bubbled in. It must be left justified.

Apartment No. and Letter - The apartment number is of course not required, but should be bubbled for all students to which it applies.

Type Of Dwelling - The appropriate type of dwelling code must be bubbled in for every student.

Race - The appropriate race must be bubbled in for every student.

Home Phone and Business Phone - The phone numbers are optional but it is strongly recommended that they be bubbled in for all students that have a phone.

W/D Date and W/D Code - These fields must be left blank.

Entry Date - The entry date must be bubbled in for all students.

Entry Code - The appropriate entry code must be bubbled in for all new students.

State Supported Kindergarten - If the student is enrolled in a state supported kindergarten then the add bubble in this section should be marked. If the student is not enrolled in a state supported kindergarten, then this section should be left blank.

Special Education (For Special Education Students Only) - If the student is to be enrolled in a special education program, then the appropriate program model should be marked in the top right hand corner of the special education section of the form. The following abbreviations are used:

S/C - Self-contained

I - Itinerant

R - Resource

Be sure to mark the add bubble to the immediate left of the appropriate program model. No more than one program model should be marked. The delete bubble, which is for a data change, should not be used when entering new students. Remember, if you mark the S/C bubble in this section, then you should also have marked the special education bubble in the grade field.

Thirteen different areas of exceptionality can be specified in the special education section. At least one area must be marked if one of the program models is marked. Conversely if one of the areas is marked then one program model must also be marked. You may mark as many different areas of exceptionality as are applicable to any one student. Once again, only mark the add bubble to the immediate left of the appropriate area of exceptionality. Do not mark the delete bubble.

## VII. HOW TO MAKE DATA CHANGES

After a student is entered into the computer an enrollment form will be sent back to the school with the student data printed at the top of the form. This form is to be used by the school to make data changes on a student or to withdraw a student if he is a dropout or high school graduate. What follows is a breakdown of the specifications of each field. These specifications apply only to students for whom data changes are being made or who are being withdrawn. Remember you only need mark what needs to be changed, unless otherwise indicated.

### TOP SECTION

Student Number - Never mark in this field.

School - If you want to change the school you should bubble in the new school number here. A school change requires that you bubble in the homeroom, entry date, and entry code. Even if these other three fields do not need to be changed, you must bubble them in if you bubble in the school number.

Grade - If you want to change the grade, bubble in the new grade here.

Homeroom - If you want to change the homeroom number then bubble in the correct homeroom here. If you change the homeroom then you must bubble in the entry code and entry date also. The entry date and entry code are associated with the student's homeroom and not his school. That is, the entry date refers to the date that the student entered his homeroom and not the date that he entered your school.

Sex - If the student's sex is wrong then bubble in the correct sex here.

Student's Name - If the student's name is wrong, then bubble in the correct name here. Remember to start in the leftmost column

Parent's Name - If the parent's name is wrong, then bubble in the correct name here. Remember to start in the leftmost column.

#### BOTTOM SECTION

Student Number - Never mark in this field.

Birthdate - If the student's birthdate is wrong then mark the correct birthdate here.

Transportation Code - If you want to change the student's transportation code then bubble in the new code here.

Street Number - If you want to change the student's street number, then bubble in the new street number here. Remember to start in the leftmost column.

City - To change the student's city merely bubble in the correct city here.

Street or Road Name - If you want to change the student's street code, bubble in the new three letter street code here. Remember to start in the leftmost column.

Apt. No. and Letter - If you want to change the apartment number, then bubble in the new number here.

Type of Dwelling - If you want to change the type of dwelling merely mark the appropriate bubble here.

Race - If the student's race is wrong, then merely mark the correct bubble.

Home Phone - If you want to change the student's home phone number merely bubble in the correct number here.

Business Phone - If you want to change the business phone merely bubble in the correct number here.

Business Phone Ext. - To change the extension number just bubble in the correct number here. Remember to start in the leftmost column.

W/D Date and W/D Code - The withdrawal date and code must both be marked if one is marked unless the withdrawal code is "H/S Graduate" in which case the withdrawal date is optional. If either W/D date or W/D code is marked then no other field on the form should be marked

Entry Code and Entry Date - Entry code and entry date must both be marked if one is marked. There are no exceptions. Remember that the entry fields apply to the student's homeroom and not to his school.

Special Education - The special education section has two columns of bubbles for the program model and two columns for the area of exceptionality. One column is marked "DELETE" and the other is marked "ADD". If you want to put a student into a different program model you should bubble the delete bubble to the right of the one in which he is currently enrolled (if he is not enrolled in a program model then do not mark a delete bubble), and bubble the add bubble to the left of the model in which you want to put him. Remember, if the student is now enrolled in a program model you cannot put him into another program unless you bubble the delete bubble to the right of his old program model. For example, if the student is currently a resource student and you want to change him to an itinerant student then you should bubble the delete bubble to the right of the letter "R" and bubble the add bubble to the left of the letter "I". If you want to take a student out of the special education program entirely, then you should just mark the delete bubble to the right of the program in which he is enrolled and the delete bubble to the right of his area of exceptionality. Anytime you delete or add a student to the "S/C" program, you should be sure to make the appropriate change in the grade field. For instance, if you mark the add bubble



to the left of "S/C" then you should mark the special ed. bubble in the first column of the grade field, and either a "0", "1", or "2" in the second column depending upon whether the student is a primary, intermediate or secondary student, respectively. If you mark the delete bubble to the right of "S/C" then the students grade should be changed to a regular grade.

E-24-648  
Progress #2

HOMEROOM TEACHER'S GUIDE  
TO  
COMPUTERIZED ATTENDANCE REPORTING

## I. INTRODUCTION

Computer processing of student attendance in the Clayton County School System is being implemented to accomplish the following three goals:

- 1) To take as much of the bookkeeping load off the teachers as possible, freeing them to devote more time to teaching.
- 2) To allow as many reports as possible to be generated by the computer, releasing school and county officials from the task, and
- 3) To increase the accuracy of the attendance reporting process.

A quick description of how the system works, follows: Every student is enrolled into the (computer) system. Homeroom teachers fill out a form indicating each student's attendance for the month. A report is then generated by the computer back to each homeroom teacher listing the students' attendance. Homeroom teachers make any necessary corrections to the attendance information, and the corrected information is sent to the computer. Using attendance data for the month from the whole system, the required reports are generated.

The Attendance Register and Attendance Correction Forms are read by an electronic data processing apparatus called an optical mark reader. This device reads the pencil marks made on the forms and translates them into a format meaningful to the computer. The optical mark reader reads everything that is marked, so it becomes essential that the utmost care be taken when filling the forms out. By following three rules, a minimum amount of time and effort will be required to make the attendance reporting process work.

1) Handle all forms with care. Do not staple, clip, or in any way fold the corner of the form. These forms must be read into the reader, and if they are mutilated in any way, they can't be read.

2) Every mark that is made should be checked for accuracy to insure that no errors exist.

3) A number 2 pencil should be used when marking the form. Any bubble that is marked should be completely darkened. Any erasure that is made should be thorough.

There is no magic way that the computer can generate accurate reports if the information given to it is inaccurate. Thus it is imperative that homeroom teachers fill out the forms correctly. What the computer can do, however, is the tedious arithmetic required for all the reports. Given the proper data, it will do this quickly and efficiently and with a minimum of error.

## II. FILLING OUT THE ATTENDANCE REGISTER

Once each month, prior to the first day of the attendance reporting period, each homeroom teacher will receive an attendance register. This register, consisting of a number of forms of the format in Appendix 1, will eventually take the place of the current State Register. The computer fills out a number of items on the forms and certain other items must be filled out by the homeroom teacher.

On the top row of the Attendance Register is space to list the school, homeroom number and attendance month. The computer fills out this information on each attendance register sheet. Below this row are nine blocks for the attendance data; each block is reserved for the attendance data of one student assigned to the homeroom. At the left of each block are six rows of bubbles. The information bubbled in this area indicates to the computer which student's data is in the attendance block. Immediately to the right of this block is a space where the number bubbled in the corresponding row is written. To the right, each block has a space for the student's name to be printed. The computer fills in the bubbles, the number, and the name of each student who is assigned to the homeroom (as of the time that the computer fills out the attendance register). In the month from the beginning to the end of the reporting period, it may be that new students are assigned to the homeroom. In this case, each new student's number must be bubbled in the next available block. The teacher should also write in the student's name in the space provided (this is for the teacher's convenience--the computer does not require it). There will always be at least five blank blocks at the end of the register for this purpose. (If

there are four or less on the last page the computer fills in student data, then another page is included. If this page is not used for incoming students it need not be returned with the others.)

Under the space reserved for the name are two rows of bubbles separated by a row of blocks. This is the area used by the homeroom teacher to indicate the student's attendance. The computer fills out the calendar date of each school day in the attendance reporting period. Three options are available for bubbling. If the "ABS" row is bubbled above the date, this indicates the student whose number appears in that block was absent for that day. If the "NOR" row is bubbled below the date, this indicates that the student was not on the homeroom roll for that day. If neither is bubbled in, this indicates that the student was present for that day. (If both the "ABS" and "NOR" are bubbled in, this is an error and will be so noted on the Verification Report.)

In filling out the Attendance Register, the homeroom teacher should use the standard definitions of absent and present used previously in the State Register:

- 1) If a student is present for half or more of his scheduled classes the student is bubbled as present.
- 2) If a student is present for less than half of his scheduled classes the student is bubbled as absent.

Beneath the nine blocks of attendance data there are three bubble areas for the homeroom number, school number and attendance reporting month. These are filled out by the computer and are used when the form is read.

Below these areas is a page indicator "Page \_\_\_\_ of \_\_\_\_". On all pages the computer fills out the first number, and on the last page the computer

fills out both numbers. Thus on a five-page register the first page will have "Page 1 of     " and on page 5 will have "Page 5 of 5". Teachers should check immediately on receiving their register that it is complete by checking to see if the last page has both numbers filled in.

To the right of the page indicator is an area that the homeroom teacher signs and dates. During the trial period while both the State Register and the Attendance Register are filled out, this need not be completed.

It is stressed that the optical reader will pick up any mark in the bubble areas, intended or not. Thus care should be taken to insure no stray marks appear in any of the bubble areas.

### III. THE VERIFICATION REPORT

After the Attendance Register is submitted, the computer prints the Verification Report, which is returned to the homeroom teacher. As the name implies, the purpose of the report is to allow the teacher to validate the attendance information.

Across the top of the report is the school, homeroom, teacher and reporting month. Underneath these are four columns: the student number and name, the attendance data, and the month's attendance totals. The attendance data is printed for the twenty reporting days, with each having the calendar date at the top of the column. Below this date is a corresponding number ranging from 1 for the first day of the reporting period to 20 for the last.

The attendance listed in this area has one of three symbols for each of the twenty days: "A" signifies the student is recorded as absent for that day and "N" signifies not-on-roll. If a blank appears, the computer carries that student as present. If a \* appears, this means that both the "NOR" and the "ABS" bubbles were filled in on the Attendance Register. This is an error, and the homeroom teacher must enter the correct data for this student on the Attendance Correction Form. If there are no \* marks in the attendance data, the totals of days present, days absent, and days not-on-roll are printed for each student.

Three other error messages are possible:

- 1) NO ATTENDANCE DATA RECEIVED. If the computer expects attendance data for a student and it is not received, this error message is printed.



This could happen if a new student's data was not entered on the form, or if a whole page of attendance data was misplaced and not read into the computer.

2) STUDENT NOT ENROLLED IN THIS HOMEROOM. If data is received for a student who is not carried in that homeroom in the computer, this error message is printed. This could be caused by a bubbling error in a new student's number on the Attendance Register. This could also happen if a student is not properly enrolled into the system at the time the Attendance Registers are processed.

3) DUPLICATE ATTENDANCE DATA RECEIVED. If attendance data is received for the same student and the same homeroom more than once, this message is printed. (The computer accepts the first data read for that student and rejects subsequent data.) This will usually indicate a bubbling error in a new student's number on the Attendance Register.

Certain errors will result in two error messages. Suppose, for instance, that a new student (say number 100000) is enrolled in a homeroom, and that student's number was bubbled incorrectly (say 100001). The computer would expect attendance data for student number 100000 and on the Verification Report student number 100000 would be reported as "No attendance data received", and student number 100001 would be reported as "Student not enrolled in this homeroom" (if the real student having number 100001 were in another homeroom, or no student had the number 100001\*), or "Duplicate attendance data received" (if the real student having number 100001 was assigned to that homeroom).

It is imperative that any errors are corrected by use of the Attendance Correction Form, described in the next chapter.

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\* In this case no name would appear by the student number.

#### IV. FILLING OUT THE ATTENDANCE CORRECTION FORM

The Attendance Correction form is used to change any student's attendance record. This report must be filled out for students for which there are errors in the Verification Report (i.e. \* marks or any of the error messages listed in Section III). In addition to these, the Attendance Correction form allows the homeroom teacher to change any attendance data which, although the computer noticed no discrepancy, is nevertheless incorrect. For instance, if a stray mark should cause the computer to read "Not on roll" for a day which the student was actually present, the Verification Report would have an "N" for that student and that day. The teacher would then notice that the student's attendance information was incorrect, and would then include that student in the Attendance Correction Form.

The Attendance Correction Form is similar to the Attendance Register (see appendix 3 for example). There are three blocks at the top of the form to indicate the homeroom number, school number, and attendance reporting month. The computer will fill out the month, and the homeroom teacher must fill out the other two. It is quite important, of course, that these are correct; otherwise none of the data following can be processed.

The six blocks for attendance data below are identical to those on the Attendance Register with one exception: Rather than the calendar date appearing in the row between the "ABS" and "NOR" bubbles, there is a row of numbers from 1 to 20. These correspond to the number appearing below the date on the Verification Report. The manner of entering the data onto the Attendance Correction Form is the same as for the Attendance Register, except

that in each case the homeroom teacher must bubble in the student's number as well as the attendance data. When submitting data for a change, the student's data for the whole month must be completed.

Below the six attendance blocks is the area for the teacher to sign and date. Again, for the purposes of the pilot study it is not necessary to complete this information.

After the Attendance Correction Form is submitted, a new Verification Report is printed, and the process is continued until the proper data is in the files. It is important that these forms be completed and submitted quickly, since there are deadlines for the attendance reports to be generated from this data.



## CLAYTON COUNTY SCHOOL SYSTEM

## ATTENDANCE VERIFICATION REPORT

SCHOOL: MODERN HIGH SCHOOL HOMEROOM: 100009 TEACHER: TEACHER JOE T MONTH: 1

STUDENT NUMBER	STUDENT NAME	DATE																												TOTAL		
		30 1	31 2	1 3	2 4	3 5	7 6	8 7	9 8	10 9	13 10	14 11	15 12	16 13	17 14	20 15	21 16	22 17	23 18	24 19	27 20	P	A	N								
111111	BROWN ROBERT T	N	N	N			A						A		A							14	3	3								
000107	DOE JOHN Q	N																				19	0	1								
436927	JONES PHILLIP J			A															A			18	2	0								
046003	SMITH JANE L	N		A													A					17	2	1								
487921	SMITH MARY D					A																19	1	0								
147326	NELSON DONALD V	N	N	N	N	N	N	N	N	N			A									10	1	9								

TOTAL NUMBER STUDENTS ENROLLED LAST DAY OF LAST MONTH: 5

TOTAL NUMBER STUDENTS ENROLLED LAST DAY OF THIS MONTH: 6

# CLAYTON COUNTY SCHOOLS

## ATTENDANCE CORRECTION FORM

USE THIS FORM TO CORRECT ANY MISTAKES MADE ON YOUR ATTENDANCE REGISTER DURING THE MONTH YOU SPECIFY ON THIS FORM.

BUBBLE IN THE STUDENT'S NUMBER. WRITE HIS NAME IN THE SPACE PROVIDED. AND MARK THE ATTENDANCE AS IT SHOULD HAVE APPEARED ON YOUR ATTENDANCE REGISTER SCANNER FORM. HOMEROOM, SCHOOL NUMBER, AND MONTH MUST BE BUBBLED IN.

HOMEROOM	
1	<input type="checkbox"/>
0	<input type="checkbox"/>
0	<input type="checkbox"/>
0	<input type="checkbox"/>
0	<input type="checkbox"/>
9	<input type="checkbox"/>

SCHOOL NUMBER	
9	<input type="checkbox"/>
9	<input type="checkbox"/>
9	<input type="checkbox"/>

ATTENDANCE MONTH	
1	<input type="checkbox"/>

0 1 2 3 4 5 6 7 8 9	1	NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9	1			
0 1 2 3 4 5 6 7 8 9	1	NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9	1			
0 1 2 3 4 5 6 7 8 9	4	NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9	8			
0 1 2 3 4 5 6 7 8 9	7	NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9	9			
0 1 2 3 4 5 6 7 8 9	2	NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9	1			
0 1 2 3 4 5 6 7 8 9		NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9				
0 1 2 3 4 5 6 7 8 9		NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
0 1 2 3 4 5 6 7 8 9				
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0 1 2 3 4 5 6 7 8 9		NAME _____	ABS <input type="checkbox"/>	NOR <input type="checkbox"/>
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I do solemnly swear that the information recorded on this attendance report is correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_